

CLASS TITLE: PAYROLL OFFICE SUPERVISOR

Class Code: 02453400

Pay Grade: 17A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, organizing, assigning, supervising and reviewing the work of a payroll office staff engaged in the preparation and processing of a variety of regular and special payrolls for a large state facility such as the Institute of Mental Health or the Center General Hospital including the preparation of a variety of special payroll reports requested by superiors; to maintain satisfactory liaison between management and the employee on all payroll matters; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of initiative and independent judgement; newly assigned work and special assignments are subject to review in process and/or upon completion but regularly assigned work receives minimal review, usually upon completion only, for conformance to established departmental, divisional and business office policies, practices, procedures, objectives, rules and regulations.

SUPERVISION EXERCISED: To plan, organize, assign, supervise and review the work of a subordinate payroll office staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, organizing, assigning, supervising and reviewing the work of a payroll office staff engaged in the preparation and processing of a variety of regular and special payrolls for a large state facility such as the Institute of Mental Health or the Center General Hospital.

To be responsible for office staff preparation of a variety of special payroll reports requested by departmental or divisional administrative or management staff members and to review such reports prior to signing and submission for conformance to instructions, accuracy and appropriateness of data, correctness and compliance with requestor's directives.

To be responsible for office staff preparation of a variety of payroll oriented request forms such as Employment Security reports, wage verifications, insurance forms (Workmen's Compensation, etc.) and comparable request forms for employees who terminate, quit or are laid off, are injured on the job, retire, or go on leave for health reasons, etc.; and to review such request forms for accuracy, appropriateness of data, and correctness prior to signing and submission for processing.

To be responsible for staff maintenance of a current, up-to-date, set of payroll office records and files required by the state and the federal government and to use such records and files in establishing verifications of hours worked (time card records), posting such hours to the Payroll Attendance Report, and upon receipt of the Accrued Hours Report to verify such balances against employee time cards, and to provide superiors with essential payroll data for cost center analysis.

As required, to be responsible for staff preparation and processing of a variety of interim personnel action forms (subsequent to an employee hiring and prior to termination) that affect an employee's compensation and to maintain requisite files thereto.

To be responsible for monitoring all pertinent union contracts involving salaries and any adjustments thereto to make certain that all relevant payrolls processed are in accordance with those provisions of the contract that directly affect an employee's compensation.

To be responsible for maintaining a satisfactory liaison between management and the employee on all payroll matters including the resolve of employee payroll oriented problems that affect the employee's pay and fringe benefit deductions.

To appear in court when subpoena is received by department officials involving payroll records; and, as required, to attend grievance hearings pertaining to payroll matters affecting an employee.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in the implementation of a payroll system for a large state facility and the ability to apply such knowledge in supervising a payroll office operation engaged in the preparation and processing of a variety of regular and special payrolls, special payroll reports, payroll oriented forms and other pertinent payroll data; a thorough knowledge of office practices and the ability to apply such knowledge in recommending improvements in office procedures, use of forms, and the establishment and retention of relevant office records and files; the ability to plan, organize, assign, supervise and review the work of a payroll office staff engaged in performing a variety of payroll functions for a large number of employees; the ability to interpret and apply rules and regulations relating to the function of a payroll office; the ability to determine the mathematical accuracy, legality and propriety of payroll accounts; the ability to prepare clear and concise oral and written reports; the ability to establish and maintain effective working relationships with superiors, other state and private agencies and organizations and employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school including or supplemented by courses in bookkeeping, accounting or related subjects; and

Experience: Such as may have been gained through: employment as a supervisor in charge of the preparation and processing of a payroll in a small state agency or private business operation, or, employment in a supervisory capacity in charge of a specific payroll function or activity in a large state agency or private business operation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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